

**WISE Data
System**

WYOMING DEPARTMENT OF EDUCATION

Student Legal Name Entry Guidebook

Best Practices

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Student Legal Name Entry Guidebook

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Introduction

Data quality is vital to running an efficient organization, and is a top priority for the Wyoming Department of Education (WDE). It is critical that each student be accurately and authentically identified. The eligibility for school services, assessment scores, and funding are determined by data submitted by school district personnel. Decisions affecting student learning are made based on the accuracy of the data.

It is widely agreed upon that you need quality and timely data to inform the work of stakeholders such as students, teachers, administrators, parents and policy makers to most appropriately impact the teaching and learning process. This guidebook serves as a set of best practices for student data stored and managed by a school district that will be reported to the WDE. Data is a district asset and should be managed and controlled as such.

Vision Statement

Vision Statement: Wyoming has a nationally recognized education data system that is uniform, trusted, effective, efficient, and user-friendly; it reflects and advances Wyoming values, assists a wide variety of policy leaders to make fully informed decisions, and helps provide a remarkable, high quality and equitable education for all Wyoming students.

Specific benefits to Wyoming include:

- Equitable distribution of funds through the School Foundation Program
- Accurate and reliable calculation of graduation rates
- Decisions influencing student achievement based upon uniform data
- Fair determination of participation rates on standardized assessments.
- Detailed report cards on school and district performance provided to parents and public stakeholders.

Authority

Pursuant to WS § 21-2-203, the WDE will require full legal names on student level data collections and within the Student Registration System, beginning in the 2010-2011 school year.

State Registration System (SRS)

The SRS is an application for securely assigning and obtaining unique ID numbers for both students and school district staff members. It is available within the Wyoming Education Fusion portal. This application is inaccessible to the general public; it is to be used by school district personnel. The system's purpose is not to track student movement across the state. The WISER ID is considered a confidential record and should be handled as such. Every K-12 student in Wyoming is required to have a WISER ID. Those students who do not attend a public school but choose to participate in the Wyoming state assessment, Proficiency Assessment for Wyoming Students (PAWS) must also have a WISER ID. **Full legal names are required to be used to assign or obtain a WISER ID.**

Proof of Full Legal Name



All student names within the State Registration System and WDE data collections are required to be entered as they appear on Birth Date and/or Legal Presence documents. Official proof of Full Legal Name documents include:

- United States Birth Certificate (certified copy from state or local vital statistics office)
- Identification card issued by the governing body of a United States Bureau of Indian Affairs Recognized Tribe in the United States of America.
- USCIS American Indian Card
- Birth Certificate or passport issued from a US Territory:
 - Puerto Rico,
 - Guam,
 - U.S. Virgin Islands,
 - Northern Mariana Islands,
 - American Samoa;

- Swain's Island;
- District of Columbia
- US Passport
- Certificate of Naturalization or Citizenship
- Permanent Resident Card (Green Card)
- A U.S. city, county or state court-issued adoption decree

The WDE does not collect or store these documents. It is the responsibility of the school district to accurately enter the data into the State Registration System.

Best Practices

Last Names

Enter only the Last Name in this field.

Accepted values are letters, spaces, hyphens, apostrophes, and the number “3”.

No spaces should exist between prefixed or hyphenated last names (e.g. MacArthur, O'Connor, Smith-Jones). Punctuation shall be included in all segments of the name.

Unless otherwise noted by the documents, the abbreviation “St.” in the last name should always be followed by a period and a space, as in the following example:

St. Michael

Do not omit the space, as in “St.Michael”.

Last name prefixes such as De, La, O, Van and Al, and lower case prefixes such as el, al, ibn, and ha, should be entered as part of the last name. Example: el-Erian

Do not enter suffixes in the Last Name field.

In case a person has two or more last names, use a space or hyphen in between them, exactly as it appears on the legal documents. Example: Smith-Jones

First Name

Enter only the first name in this field.

Full first names must be used. Example: “William” not “Will” or “Billy”.

Accepted values are letters, spaces, hyphens, apostrophes, and the number “3”.

In case a person has more than one first name, use a space or hyphen between them, exactly as it appears on the legal documents. Example: Anne-Marie

The full first name must be used. Please do not enter an initial.

Middle Name

Please use the student’s legal middle name as it appears on their legal documents. This element is optional on the State Registration System and WDE data collections, but highly recommended.

Accepted values are letters, spaces, hyphens, apostrophes, and the number “3”.

Middle Name can contain an initial. Enter a period after an initial.

Nicknames

Nicknames are not to be used in the Student Registration System or on any WDE data collections. Nicknames are not to be entered in the Middle Name field.

Suffix

This is a generation indicator such as “Jr” or “III”. This element is optional, but highly recommended if known.

The only allowable characters are letters and periods.

FERPA Compliance

The WDE adheres to all portions of the Family Education Rights and Privacy Act (FERPA) to protect the privacy of student education records. Details can be found here:

20 U.S.C. §1232g; 34 CFR Part 99

<http://www2.ed.gov/policy/gen/reg/ferpa/index.html>



Frequently Asked Questions

WHAT IF A STUDENT DOES NOT HAVE ANY OF THE LEGAL DOCUMENTS ON THE LIST?

Other documents may be acceptable.

Contact Leslie Zimmerschied– 307-777-8751 or lzimme@educ.state.wy.us to discuss.

WHOM DO I CONTACT REGARDING DATA QUALITY QUESTIONS?

Leslie Zimmerschied– 307-777-8751 or lzimme@educ.state.wy.us

WHOM DO I CONTACT REGARDING WISE DATA COLLECTION SUBMISSION QUESTIONS OR PROBLEMS?

Leslie Zimmerschied – 307-777-8751 or lzimme@educ.state.wy.us

WHOM DO I CONTACT REGARDING THE STATE REGISTRATION SYSTEM?

Drew Dilly – (307)777-3656 or ddilly@educ.state.wy.us

WHOM DO I CONTACT REGARDING THE WISE PROJECT AS A WHOLE?

Drew Dilly – (307)777-3656 or ddilly@educ.state.wy.us

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